

Message Text

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C O N F I D E N T I A L STATE 123490

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E.O. 11652: GDS

TAGS:OVIP(HENRY A.KISSINGER) - EUR

SUBJECT: SECVISIT NATO - ADMINISTRATIVE ARRANGEMENTS

FOLLOWING ARE STANDARD REQUIREMENTS FOR SECVISIT FOR POST TO
USE AS CHECK LIST ON INSTRUCTIONS ALREADY PROVIDED BY OIC.

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING ABOARD SPECIAL MILITARY
AIRCRAFT. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED
SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

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PLEASE CONFIRM THAT THERE WILL BE NO CUSTOMS OR
IMIGRATION FORMALITIES FOR PASSENGERS ABOARD PLANE.
PASSENGERS WILL BE ADVISED TO CARRY PASSPORTS FOR

IDENTIFICATION.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY (A/SY) IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL. PRESENT REQUIREMENTS ARE SIX SUITES, SIXTEEN DOUBLES AND FORTY-SIX SINGLES. ADDITIONALLY, TEN DOUBLES ARE FOR THE FOLLOWING OFFICES DESCRIBED BELOW: (1) SPECIAL ASSISTANTS' OFFICE; (2) HOLDING ROOM; (3) USSS COMMAND POST; (4) STAFF OFFICE; (5 AND 6) TWO CONNECTING DOUBLES FOR S/S; (7 AND 8) TWO CONNECTING DOUBLES FOR VISITORS' CONTROL ROOM; (9 AND 10) TWO CONNECTING DOUBLES FOR PRESS ROOM.

A. REQUIREMENTS FOR THE SECRETARY AND HIS IMMEDIATE STAFF:

(1) SECRETARY'S SUITE - MUST BE APPROPRIATE FOR HOLDING MEETINGS OR HOSTINGS SMALL DINNERS FOR EIGHT TO TEN PEOPLE.

(2) SPECIAL ASSISTANTS' BEDROOMS - TWO SINGLE ROOMS IMMEDIATELY ADJACENT TO THE SECRETARY'S SUITE ARE CONFIDENTIAL
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REQUIRED AS SLEEPING QUARTERS FOR HIS SPECIAL ASSISTANTS.

(3) SPECIAL ASSISTANTS' OFFICE (FOR USE BY THE SECRETARY'S IMMEDIATE STAFF). - DOUBLE ROOM

REMOVE BEDS AND SET UP WITH:

(A) FOUR DESKS OR WORKING TABLES.

(B) THREE IBM ELECTRIC EXECUTIVE PROPORTIONAL TYPE-WRITERS IF AVAILABLE, OR, ALTERNATIVELY THREE OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

THE TYPEWRITERS MUST HAVE NEW RIBBONS AND MUST BE THOROUGHLY TESTED IN PLACE PRIOR TO ARRIVAL OF PARTY.

(C) NORMAL OFFICE SUPPLIES, FORMS, AND POST TELEPHONE BOOK.

(D) THREE TELEPHONES - SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE

SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

(4) HOLDING ROOM - (A WAITING ROOM FOR THE SECRETARY'S VISITORS). - DOUBLE ROOM

REMOVE BEDS AND SET UP AS A SITTING ROOM.

(5) USSS COMMAND POST. - DOUBLE ROOM

WE WILL REQUIRE A LAND LINE TELEPHONE CONNECTION BETWEEN THE COMMAND POST AND THE AIRCRAFT.

IDEALLY, THE ROOMS DESCRIBED IN PARAGRAPH A ABOVE SHOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO SPECIAL ASSISTANTS ON
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EITHER SIDE OF THE SUITE ACROSS THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO BEDROOMS RESPECTIVELY, AND USSS COMMAND POST NEXT TO THE SPECIAL ASSISTANTS' OFFICE. ACCESS TO THIS AREA WILL BE LIMITED.

B. OTHER OFFICE REQUIREMENTS (SEE PARAGRAPH 4C BELOW)

(1) STAFF OFFICE (FOR USE BY SENIOR OFFICIALS IN THE SECRETARY'S PARTY). - DOUBLE ROOM

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR 16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING 8 HOURS.

(2) S/S OFFICE (FOR USE OF EXECUTIVE SECRETARIAT STAFF). -
TWO CONNECTING DOUBLE ROOMS

REMOVE BEDS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS
AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE
LIGHTING.

(B) TELEPHONES - A MINIMUM OF THREE - ONE FOR
EACH DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A

SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF
POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT.
THESE TELEPHONES ARE REQUIRED IN ADDITION TO THE
REGULAR HOTEL ROOM EXTENSIONS.

(C) NORMAL OFFICE SUPPLIES AND FORMS.

(D) ONE CONFERENCE TYPE TABLE.

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(E) ONE BEST AVAILABLE COPY MACHINE -
ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF
THE MACHINE AND/OR A BACKUP MACHINE.

(F) TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

(G) THREE ELECTRIC TYPEWRITERS, LARGE (PICA)
TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF
SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE
COMPATIBLE.

(3) VISITORS' CONTROL ROOM. - TWO CONNECTING DOUBLE
ROOMS

REMOVE BEDS AND SET UP WITH:

(A) TABLE FOR ACCOMMODATION EXCHANGE FOR THE
DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED).
EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A
FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED
BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

(B) TABLE FOR LOCAL MAPS, TOURIST BOOKLETS, AND INFORMA-
TION SHEETS.

(C) WORK TABLE FOR THE CONTROL ROOM OFFICER, AND ONE

ELECTRIC AND ONE MANUAL TYPEWRITER IN GOOD WORKING ORDER.
A LARGE BULLETIN BOARD EITHER WALL MOUNTED OR ON AN
EASEL SHOULD BE AVAILABLE FOR POSTING NOTICES, INFORMA-
TION, ETC., FOR THE PARTY.

(D) CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD
BE AVAILABLE FOR SALE, BUT NO BAR FACILITIES SHOULD
BE PROVIDED.

(E) FOREIGN SERVICE LOCALS SHOULD ASSIST IN THE
OPERATION OF THE CONTROL ROOM, AS THERE WILL BE NO OPEN
STORAGE OF CLASSIFIED MATERIAL.

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(3) PRESS ROOM AND FACILITIES - TWO CONNECTING DOUBLE
ROOMS

(A) NEWSMEN SHOULD BE HOUSED IN SINGLES IN SAME
HOTEL AS OFFICIAL PARTY, BUT ON SEPARATE FLOORS. IF
HOUSING IN SEPARATE HOTELS REQUIRED HOPE THIS NO
GREAT DISTANCE FROM OFFICIAL PARTY. TRANSPORT TO
AND FROM OFFICIAL FUNCTIONS SHOULD BE PROVIDED. SMALL
BUS WILL SUFFICE.

(B) ARRANGE ACCESS TO FASTEST AND MOST CONVENIENT
TELEX AND BROADCAST FACILITIES, AND ARRANGEMENTS USE
OF CREDIT CARDS, AND PROVIDE INFO ON COMMERCIAL
FLIGHTS FOR TRANSMITTING FILM BACK TO U.S. FOR DURA-
TION OF VISIT.

(C) PROVIDE NEWSMEN USIS WIRELESS FILE AND/OR
COMMERCIAL NEWS AGENCY COPY IF AVAILABLE TO POSTS
TO KEEP UP TO DATE ON DEVELOPMENTS AROUND WORLD.

(D) WHERE APPROPRIATE, PROVIDE CURRENT AND RELEVANT
BACKGROUND MATERIAL.

(E) NEWSMEN SHOULD BE AFFORDED AMPLE TIME FOR WRITING
AND FILING.

(F) DEPARTMENT PRESS SPOKESMAN WOULD LIKE FULL-TIME
ASSISTANCE OF ONE OFFICER, PREFERABLY INFO OFFICER,
DURING ENTIRE LENGTH OF STAY AT POSTS.

C. THE STAFF OFFICE, S/S OFFICE, THE PRESS ROOM, AND
THE VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL
AWAY FROM THE SECRETARY'S SUITE, PREFERABLY ON ANOTHER
FLOOR IN THE HOTEL.

D. OFFICE ARRANGEMENTS DESCRIBED ABOVE WILL REQUIRE

TWO SEPARATE SECURE AREAS, ONE ENCOMPASSING SPECIAL ASSISTANTS' OFFICE AND THE SECOND SECURE AREA FOR THE STAFF AND S/S OFFICES.

(1) EACH AREA WILL REQUIRE 24-HOUR MARINE SECURITY
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GUARD COVERAGE FOR OPEN STORAGE OF CLASSIFIED MATERIAL.

(2) POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY MSG REQUIREMENTS.

E. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ASSIGN PARTY TO ROOMS AND CABLE

THIS INFORMATION TOGETHER WITH ROOM NUMBERS FOR THE OFFICES, TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

F. KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

G. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

5. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS;

(3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);

(4) ONE VEHICLE WITH DRIVER FOR DEPARTMENT PRESS SPOKESMAN;

(5) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS;

(6) ONE VEHICLE WITH DRIVER FOR WHCA
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PERSONNEL.

(7) TWO VEHICLES WITH DRIVERS FOR MESSENGER/
COURIERS (SEE PARAGRAPH 7D).

(8) ONE VEHICLE FOR EACH MEMBER OF PARTY
WITH RANK OF ASSISTANT SECRETARY OR ABOVE.
NAMES WILL BE PROVIDED SEPTEL.

B. ASSIGNED VEHICLES MAY NOT BE USED FOR OTHER
PURPOSES WITHOUT THE EXPRESS PERMISSION OF ASSIGNEES.

C. WILL HOST GOVERNMENT PROVIDE ANY LOCAL
TRANSPORTATION? IF SO, WHAT?

D. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE
CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER

ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND
FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF
OFFICIAL PARTY.

6. BAGGAGE.

A. SECRETARY'S BAGGAGE:

USSS ADVANCE TEAM WILL INDICATE SPECIAL SECURITY
REQUIREMENTS.

B. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD
BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR
SUIT BAGS.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION
OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT
HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION
PRIOR TO DEPARTURE OF PARTY (UPON ARRIVAL BAGGAGE
MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN,
LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL
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ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON
DEPARTURE.)

7. COMMUNICATIONS.

A. POST SHOULD REQUEST FROM LOCAL TELEPHONE

COMPANY PRIORITY OVERRIDE FOR TWO SIMULTANEOUS OVERSEAS TELEPHONE CONVERSATIONS FOR THE DURATION OF THE VISIT. CONFIRM BY CABLE THAT THIS ARRANGEMENT HAS BEEN MADE.

WE WISH TO EMPHASIZE THAT SEPARATELY LEASED DEDICATED LINES ARE NOT NECESSARY, ONLY PRIORITY OVERRIDE.

B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24-HOUR COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. POST SHOULD HAVE AVAILABLE ON A 24-HOUR BASIS TWO TOP-SECRET CLEARED MESSENGER/COURIERS TO

CARRY TRAFFIC BETWEEN POST C&R SECTION AND SECRETARY'S PARTY.

8. FUNDING.

DETAILED INSTRUCTIONS ON FUNDING FOR ALL MEMBERS OF SECRETARY'S PARTY AND FOR THOSE FROM THE DEPARTMENT WHO ARE ADVANCING VISIT WILL BE PROVIDED SEPTEL.

9. GIFTS.

WE DO NOT PLAN EXCHANGE OF GIFTS AT MINISTERIAL LEVEL UNLESS YOU RECOMMEND OTHERWISE.

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10. MISCELLANEOUS.

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS OR SPECIAL SITUATION (I.E., STRIKES, CURTAILMENT OF SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

B. ADVISE OF ANY SPECIAL PRECAUTIONS YOU DEEM NECESSARY CONCERNING POTABILITY OF WATER. EXCEPTING BOTTLED WATER AND POTABLE ICE, NO REPEAT NO BEVERAGES ARE TO BE PLACED IN ROOMS OF MEMBERS OF THE SECRETARY'S PARTY. ALSO NO FLOWERS.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS (VOLTAGE AND CYCLES).

D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES, SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN ARRANGING CLOTHING (INCLUDING EVENING CLOTHES) FOR THE TRIP.

11. DEPARTMENT CONTACTS FOR VISIT.

TRIP CONTACT OFFICER (WILL ACCOMPANY THE SECRETARY) -
ROBERT M. MILLER, EXT. 20982.

TRIP PROJECT OFFICER (DEPARTMENT BACKSTOPPER) -
KAREN D. JENKINS, EXT. 22426.

ADVISE SOONEST NAME OF EMBASSY CONTROL OFFICER(S) AND
HOME TELEPHONE NUMBER(S). SISCO

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